Preparing Documents for Electronic Filing

❖ Creating a PDF File from a Microsoft Word Document:

(Adobe Acrobat PDF Writer must be previously installed to create a PDF file)

1) Open the document in Word and finalize your changes.

2) To create the PDF file, select **File**, then **Print**.

3) Change to the **Acrobat PDFWriter** printer choice and **Print** the document.

4) When prompted for the file designation, **Save** the file in either a designated case folder, or change the drop-down window to reflect your storage device (floppy drive, ZIP disk, etc.).
   (e.g.   **E:\Filings\new. PDF   or   A:\new.PDF**)

5) Use an easily-identifiable file name (e.g. **1124 Fourth Interim Application.PDF**)

6) Click **Save**

❖ Creating a PDF File from a WordPerfect 9 Document:

(Adobe Acrobat PDF Writer or Acrobat Distiller is **not** needed to create a PDF file)

1) To create the PDF file, select **File**, then **Publish to PDF**.

2) Click the Document tab.

3) In the **Publish to File** box, click the **Browse** button

4) Choose the drive where you want to save the file from the **Save In** list box.

5) Double-click the folder in which you want to save the file.

6) Type the file name in the **File Name** box. Use an easily identifiable file name
   (e.g. **1124 Fourth Interim Application.PDF**)

   7) Click **Select**.

8) In the Publish section, enable one of the following buttons:

   - Full document   publishes your entire file
   - Current Page   publishes the active page only
   - Print Pages   publishes a portion of the file. Type the page numbers
   - Selected text   publishes the highlighted text

9) Click **Ok** to publish the file and **Ok** again when complete.

❖ <u>Creating a PDF File from Other Word Processing Programs:</u>

(<u>Adobe Acrobat PDF Writer</u> must be previously installed to create a PDF file)

1) To create the PDF file, from within your word processing program, prepare to *Print* the file.

2) Change to the ***Acrobat PDFWriter*** printer choice and *Print* the document.

3) When prompted for a file designation, ***Save*** the file in either a designated case folder on your storage device (floppy drive, ZIP disk, etc.).
      (e.g.   **E:\Filings\new.PDF   or   A:\new.PDF**)

4) Use an easily-identifiable file name (e.g. **1124 Fourth Interim Application.PDF**)

5) *Save* the file

❖ <u>Creating a PDF File by Scanning a Document:</u>

1) If not already running, open your scanner program on your PC. A scanner icon may be displayed on your Taskbar. If it is not, choose: ***Start, Programs*, find your scanner program and click to start it running.** Once started, the scanner window can be minimized.)

2) Scan the document by following the instructions specific to your scanner.

3) When the scanning is complete, retrieve the file by clicking on it.

4) To send to the printer, either:

    a) Click and drag it onto the printer icon or
    b) Choose ***File, Print*** from the menu.

5) Change to the ***Acrobat PDFWriter*** printer choice and *Print* the document.

6) When prompted for the file designation, ***Save*** the file in either a designated case folder, or change the drop-down window to reflect your storage device (floppy drive, ZIP disk, etc.).
      (e.g.   **E:\Filings\new.PDF   or   A:\new.PDF**)

7) Use an easily-identifiable file name (e.g. **1124 Fourth Interim Application.PDF**)

8) Click ***Save***

9) Close and exit your scanner software and/or your scanner utility program.

Special Notes

❖ **Adobe Acrobat Versions**

Adobe Acrobat Version 4.0 is necessary for the **creation** of PDF files. It may be purchased online or at any computer store at a range of $200 - $300 per user. Attorneys can purchase a specially priced copy of Adobe Acrobat for $120 by calling Adobe at 1-888-502-5275 with your bar association ID. Adobe also offers a PDF conversion service over the Internet for a monthly subscription fee of $9.99. WordPerfect Version 9 comes with a built-in "Convert to PDF" feature.

Adobe Acrobat Reader is all that is necessary if only **reading** PDF files. This can be freely downloaded from www.adobe.com

❖ **Document Considerations**

Documents should be prepared from the word processing program if at all possible**.** A scanned document creates a significantly larger PDF file than the same document created from a word processor. Larger files take longer to transmit, download and view. PDF files should optimally be in the 2-5 megabyte range. Larger files may be separated into multiple files as per the instructions immediately below.

When working with a document, usually all of the sections are maintained in that single document (except for the COS). The easiest way to separate them into multiple PDF files is to print page ranges to the ***Acrobat PDFWriter.***

Exhibits, Proposed Form of Orders and Certificates of Service must be submitted as attachments to the main document. If you are scanning the document, scan each section separately.

Delete items from your scanner database when you are finished. Too many scanned files will quickly fill your remaining disk space.

❖ **Manual Transmission of Documents**

There are various acceptable forms of media. If you are not transmitting the PDF file electronically from your location to the court, there will be public-use walk-up equipment provided at the court. You must however save your PDF file(s) to one of the following media: 1.44MB floppy disk, ZIP100 disk, ZIP250 disk, CD-ROM.